

**HISTORIC PRESERVATION FUND  
ARCHITECTURAL AND HISTORICAL PROJECT PROPOSAL  
PROJECT COVER SHEET**

**Application for Federal Historic Preservation Funds Fiscal Year 2008**

Administered by the District of Columbia Historic Preservation Office located at 801 North Capitol Street, NE, Suite 3000, Washington, DC 20002. Phone (202) 442-8800.

Project Title:

Project Sponsor:

Address:

Daytime Phone:

FAX:

Email:

Federal Employer's Identification:

Type of Organization:    Nonprofit [ ☐ ]    Educational Inst. [ ☐ ]    Government Agency [ ☐ ]    Individual [ ☐ ]

Project Coordinator Info.

Project Coordinator's Name:

Address:

Daytime Phone:

FAX:

Email:

Principal Investigator Info.

Principal Investigator' Name:

Address:

Daytime Phone:

FAX:

Email:

Project Title: \_\_\_\_\_

Project Description: (Please describe the project in 50 words or less): \_\_\_\_\_

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\_\_\_\_\_.

Project Budget Breakdown: Round each figure down to the nearest whole dollar. 40% of total budget should be supplied as Non-Federal Match.

a. Total Project Cost: \$ \_\_\_\_\_

b. Amount of Federal Funding Requested: \$ \_\_\_\_\_

c. Amount of Non-Federal Match: \$ \_\_\_\_\_ (Cash)    \$ \_\_\_\_\_ (In-kind Donation)

Proposed Project Schedule:

Beginning Date (**must** not be before 4/01/08): **April 1, 2008**

Ending Date (**cannot** be later than 8/31/09): **August 31, 2009**

**Supply the information requested below (as appropriate) regarding the products to be created by this project.**

For Architectural and Historical Survey Projects:

Estimated number of square miles in the survey area: \_\_\_\_\_

Estimated number of hectares in the survey area (1 hectare = 2.5 acres = .004 square miles): \_\_\_\_\_

Estimated **total number** of sites to be documented on District survey forms: \_\_\_\_\_

Estimated number of these sites that will be newly **added** to the District inventory: \_\_\_\_\_  
(Only in cases of resurvey should this number differ from the "total number" requested above.)

For National Register Nomination Projects:

Estimated number of properties to be listed in the National Register: \_\_\_\_\_  
(Count each contributing building within a district counts as one. Please include a sketch map showing the proposed district boundaries as part of the Project Description.)

For Historic Structure Reports, Feasibility Studies, or Architectural or Engineering Plans and Specifications:

Is the property currently listed in the National Register of Historic Places? Yes [ ]  
No [ ]

Is the property a National Historic Landmark? Yes [ ]  
No [ ]

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Daytime Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Other products that will result from this project (please list below):

This application prepared and submitted by:

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HISTORIC PRESERVATION FUND PROJECT BUDGET

Please indicate the proposed budget for the project. The figures on this page, when totaled, should equal the Total Project Cost given on the Proposal Cover Sheet. See page 8 of this application package for category specific guidelines.

A detailed breakdown of cost estimates or “Budget Justification” for the individual categories must be attached to this form on a separate sheet of paper.

COST CATEGORY	HPF FUNDS REQUESTED (Round each total amount down to the nearest \$)	NON-FEDERAL MATCHING FUNDS SUPPLIED
<b>Personnel:</b> Includes only persons on the direct payroll of the sponsoring organization. No person employed as a consultant may be paid/valued at more than \$74/hour.	\$	\$
<b>Fringe Benefits:</b> Fringe benefits for personnel are allowable.	\$	\$
<b>Volunteer Personnel:</b> Volunteer time should be valued at minimum wage unless approved by the HPO in advance.	\$	\$
<b>Travel:</b> Mileage should be rated at the current Federal Government rate. Current rates available at <a href="http://www.gsa.gov">www.gsa.gov</a> .	\$	\$
<b>Supplies/Materials:</b> Items costing more than \$300 are considered equipment and should be identified and listed under “other”.	\$	\$
<b>Construction Fees:</b> Predevelopment work only such as architectural drawings, engineering studies etc.	\$	\$
<b>Contractual Fees:</b> Qualified professionals contracted to work on this project.	\$	\$
<b>Other (a)</b>	\$	\$
<b>Other (b)</b>	\$	\$

<b>Total HPF \$ Requested</b> (Must match amount recorded on cover sheet) (HPF % of total project costs go in second column)	\$	%
<b>Non-Federal Matching Share Provided</b> (Must match amount recorded on cover sheet) (Match % of total project costs go in second column)	\$	%
<b>Total Project Budget</b> (Must match amount recorded on cover sheet)	\$	

**BUDGET JUSTIFICATION PAGE**  
**A BREAKDOWN OF INDIVIDUAL COSTS FOR EACH BUDGET CATEGORY**

Each personnel, contractual and volunteer position must include a position title, hourly rate of pay and total number of hours of work estimated for the project. Each item must clearly indicated whether it is being covered by HPF funds or matching funds. Attach pages if necessary. See example below:

Item	Federal Share Requested	Matching-Share Provided		Total Budgeted Cost
		Cash	Non-Cash	
Personnel:				
Project Coordinator (\$30/hr x 10 hrs)	\$150	\$150		\$300
Principal Investigator (\$40/hr x 50 hrs)	\$1000	\$1000		\$2,000
<b>Subtotal</b>				<b>\$2,300</b>
Supplies:				
Photographic supplies (film, tripod)	\$400	\$100		\$500
<b>Subtotal</b>				<b>\$500</b>
Travel:				
50 miles x .36 cents/mile		\$18.00		\$18.00
<b>Subtotal</b>				<b>\$7.20</b>
<b>Total</b>	<b>\$1550.00</b>	<b>\$1,268.00</b>	<b>\$0</b>	<b>\$2818.00</b>
<b>Percentage Totals</b>	<b>55%</b>	<b>45%</b>	<b>0%</b>	<b>100%</b>

**MATCHING SHARE COMMITMENT**  
(Make copies of this form as needed for each in-kind donor.)

**CASH:**

Donor: \_\_\_\_\_

Source \_\_\_\_\_

Total Cash Amount: \$ \_\_\_\_\_

**NON-CASH IN-KIND SERVICES:**

Donor: \_\_\_\_\_

Source \_\_\_\_\_

Total In-Kind Services Amount: \$ \_\_\_\_\_

**NON-CASH VOLUNTEER SERVICES:**

Donor: \_\_\_\_\_

Source: \_\_\_\_\_

Total Volunteer Services Amount: \$ \_\_\_\_\_

**TOTAL MATCHING SHARE:** \$ \_\_\_\_\_

Note: This amount should equal that given for the Matching Amount Share on the Proposal Cover Sheet.

**CERTIFICATION OF MATCHING SHARE**

I certify that the matching share funds/goods/services identified above are available, and that they will be allocated only to the grant-assisted project described in this application and titled:

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_

Date

Applicant must submit appropriate documentation of the matching share (copies of bank statements, letters of commitment etc.) to this form. Please note that proposals submitted without documentation WILL NOT receive full credit for the matching share under the grant evaluation criteria.



**ASSURANCES – NON-CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. " 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. " 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ' 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. " 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) " 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ' 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made, and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes

regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. " 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. " 276a to 276a-7), the Copeland Act (40 U.S.C. ' 276c and 18 U.S.C. ' 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. " 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988, (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. " 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. ' 7401 et seq.); (g) protection of underground sources of drinking water under

the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. " 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), E.O. 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. " 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

U.S. Department of the Interior

**Certifications Regarding Debarment, Suspension and  
Other Responsibility Matters, Drug-Free Workplace  
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions. See below for language to be used or use this form for certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

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**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters -  
Primary Covered Transactions**

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*CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE*

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by and Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -  
Lower Tier Covered Transactions**

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*CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.*

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**PART C: Certification Regarding Drug-Free Workplace Requirements**

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*CHECK**IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.***Alternate I. (Grantees Other Than Individuals)****A. The grantee certifies that it will or continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(d), with respect to any employee who is so convicted --
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

**B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

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Check            if there are workplaces on file that are not identified here.

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**PART D: Certification Regarding Drug-Free Workplace Requirements**

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*CHECK**IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.***Alternate II. (Grantees Who Are Individuals)**

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice made to such a central point, it shall include the identification number(s) of each affected grant.

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**PART E: Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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*CHECK \_\_\_\_\_ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND  
THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT;  
SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.*

*CHECK \_\_\_\_\_ IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL  
LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR  
SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.*

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above-specified certifications are true.

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

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TYPED NAME AND TITLE

DATE

**U.S. DEPARTMENT OF THE INTERIOR ASSURANCE OF COMPLIANCE  
(TITLE. VI, CIVIL RIGHTS ACT OF 1964)**

\_\_\_\_\_ " hereinafter called  
"Applicant-Recipient,"  
(Name of Applicant-Recipient)

HEREBY AGREES THAT IT will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial assistance from the Department of Natural Resources, and

HEREBY GIVES ASSURANCE THAT IT will immediately take any measures to effectuate this agreement if any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant-Recipient by the Department of Natural Resources.

This assurance obligates the Applicant-Recipient, or in the case of any transfer of such property, any transferee for the period during which the real property or structure is used for a purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance obligates the Applicant-Recipient for the period during which it retains-ownership or possession of the property. In all other cases, this assurance obligates the Applicant-Recipient for the period during which the Federal financial assistance is extended to it by the Department of Natural Resources.

THIS ASSURANCE IS GIVEN in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts or other Federal financial assistance extended after the date hereof to the Applicant-Recipient by the bureau or office, including installment payments after such date on account of arrangements for Federal financial assistance which were approved before such date. The Applicant-Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant- Recipient, its successors, transferees, and assignees, and the person or persons whose signature appears below are authorized to sign this assurance on behalf of the Applicant-Recipient.

\_\_\_\_\_  
Name of Applicant/Project Sponsor

\_\_\_\_\_  
Name and Title of Authorized Representative

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Signature

Date



**36 CFR PART 61**  
**Section 61.5 --Professional Qualifications**

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

**A. History**

The minimum professional qualifications in history are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; **or**
2. Substantial contribution to the body of scholarly knowledge in the field of history through research and publication.

**B. Archaeology**

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or a closely related field, plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management; **and**
2. At least four months of supervised field and analytic experience in general North American archaeology; **and**
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

**C. Architectural History**

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; **or** a bachelor's degree in architectural history with a concentration in American architecture; **or** a bachelor's degree in architectural history, art history, historic preservation, or a closely related field **plus** one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

2. Substantial contribution to the body of scholarly knowledge in the field of American architectural history through research and publication.

#### **D. Architecture**

The minimum professional qualifications in architecture are a professional degree in architecture **plus** at least two years of full-time professional experience in architecture; **or** a State license to practice architecture.

#### **E. Historical Architecture**

The minimum professional qualifications in historical architecture are a professional degree in architecture; **or** a State license to practice architecture plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field **and** at least one year of full-time professional experience on preservation and restoration projects; **or**
2. At least two years of full-time professional experience on preservation and restoration projects.

Experience on preservation and restoration projects shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

## Scoring Criteria for Review Historic Preservation Fund Subgrant Applications

## APPENDIX B

**Threshold Questions:** If the reviewers answer “yes” to any of the questions below, the proposal can be determined ineligible for grant funding without further review.

Is the applicant delinquent in completing any previous subgrant projects?	Yes [ ]	No [ ]
Has the applicant proven to be unable to complete past grant projects on-time or to handle HPF subgrant funds competently?	Yes [ ]	No [ ]
Is the project being applied for not legal under HPF grant regulations or not in-line with the goals of the Historic Preservation Office?	Yes [ ]	No [ ]
Is the application incomplete?	Yes [ ]	No [ ]

**The following questions will receive a rating between 0 and 3. Funding will be awarded based on score, distribution of project type and distribution of project location.**

### Max

### Score:

### Priority will be given to:

3 pts	Project responds to HPO objectives identified in the Request for Proposal.
3 pts	Project has a clear and measurable goal that will result in the creation of valuable product(s) for the District.
3 pts	Project sponsor (applicant organization) and/or Project Coordinator have demonstrated their ability to handle the grant successfully through resumes, references or past work with the HPO.
3 pts	Project has realistic and reasonable schedule.
3 pts	Project has realistic and reasonable budget. (In reviewing competing applications, the applicant offering the best value, not necessarily the lowest bid, will be ranked highest in this category.)
3 pts	Project description is clear, complete and clearly corresponds to the schedule and budget.
3 pts	Project sponsors can show evidence of broad-based community support through attached letters from relevant community groups, Advisory Neighborhood Commissions (ANC), and/or other organizations endorsing the proposed project.
3 pts	Project applicant has all of the required matching share on-hand or committed and documented.
3 pts	Project is a subsequent phase of a project already started through the HPF grant program.
3 pts	<u>Project as described is exceptional or of immediate importance to the HPO or the District.</u>

**30 Points Possible**